

MINIMUM TRAINING REQUIREMENTS – Supervisory Group 1 – effective 7/01/2008

These training requirements may be replaced by an agency-specific training program upon approval of that program by the CPTP Policy Board.

SUPERVISORY GROUP 1

Exempt:

Employees who have earned CPTP's Certificate in Supervisory Techniques (CST) are considered to have met all requirements for Supervisory Group 1.

Employees who have earned CPTP's Certified Public Manager (CPM) are considered to have met all requirements for all Supervisory Groups.

NOTE: Special substitution for **attorneys:** Attorneys in Group 1 who have taken the Civil Service Class, Employment Law for Agency Counsel (**HRP007**), may substitute that course for the Documenting for Performance & Discipline (HRP006) and Common Myths (HRP026) courses. Attorneys must be in an attorney job title to use this substitution.

Supervisors in Group 1 taking Elements of Supervisory Practices Part 1 (**MGT026**) are also encouraged to take Elements of Supervisory Practices Part 2 (**MGT027**).

CLASS #1:

PPR for Supervisors (**HRP013**) (1 day)

Accepted substitutions:

- PPR Train the Trainer (**HRP012**) OR
- PPR Refresher (**HRP014**)

CLASS #2:

Documenting for Performance & Discipline (**HRP006**) (1 day)

CLASS #3 & CLASS #4: The agency and/or the employee must choose **two of the following three** classes to satisfy this requirement.

- Common Myths that Impact Good Supervision (**HRP026**) (1 day)
- Controlling Absenteeism & Tardiness in State Govt. (**HRP027**) (1 day)
- Civil Service Essentials for Supervisors (**HRP028**) (1 day)

CLASS #5 and CLASS #6:

Developing a Motivated Workgroup (**MGT114**) (1 day) AND
Strategies for Supervisory Success (**MGT082**) (1 day)

OR

Elements of Supervisory Practices, Part 1 (**MGT026**) (2 days)

This class is for first-line supervisors whose jobs fall OUTSIDE of the traditional office environment. (Examples include, but are not limited to, trades/crafts, maintenance, security, production, food service, and transportation.) Supervisors whose jobs fall into one of these categories should take Elements of Supervisory Practices, Part 1, instead of Developing a Motivated Work Group and Strategies for Supervisory Success.

MINIMUM TRAINING REQUIREMENTS – Supervisory Group 2 – effective 7/01/2008

These training requirements may be replaced by an agency-specific training program upon approval of that program by the CPTP Policy Board.

SUPERVISORY GROUP 2

Exempt:

Employees who have earned CPTP's Certificate in Supervisory Techniques (CST) are considered to have met all requirements for Supervisory Group 2.

Employees who have earned CPTP's Certified Public Manager (CPM) are considered to have met all requirements for all Supervisory Groups.

CLASS #1:

Conducting an Effective Job Interview (**MGT142**) (1.5 days)

CLASS #2, #3, #4, & #5: The agency and/or the employee must **choose** **FOUR of the following seven** classes to satisfy this requirement. The choices are:

- Improving Employee Performance through Coaching (**MGT123**) (1 day)
- Building Better Performance Through Employee Skill Development (**MGT121**) (1 day)
- Managing and Improving Work Processes (**MGT135**) (2 days)
- Effective Problem Solving & Decision Making (**MGT133**) (2 days)
- Manager's Role in Workforce & Succession Planning (**MGT080**) (2 days)
- Planning & Accountability (originally titled Accountability in Work Groups) (**MGT131**) (2 days)
- Individual Differences & Diversity in the Workplace (**MGT117**) (1 day)

MINIMUM TRAINING REQUIREMENTS – [Supervisory Group 3 – effective 7/01/2008](#)

These training requirements may be replaced by an agency-specific training program upon approval of that program by the CPTP Policy Board.

SUPERVISORY GROUP 3 Exempt: Employees who have earned CPTP's Certified Public Manager (CPM) are considered to have met all requirements for all Supervisory Groups.	<u>CLASS #1:</u> Planning & Accountability (originally titled Accountability in Work Groups) (MGT131) (2 days) <u>NOTE:</u> <i>This class is required at this level ONLY if it was not taken as one of the Supervisory Group 2 choices.</i>
	<u>CLASS #2:</u> Individual Differences and Diversity in the Workplace (MGT117) (1 day) <u>NOTE:</u> <i>This class is required at this level ONLY if it was not taken as one of the Supervisory Group 2 choices.</i>
	<u>CLASS #3:</u> Managing and Improving Work Processes (MGT135) (2 days) <u>NOTE:</u> <i>This class is required at this level ONLY if it was not taken as one of the Supervisory Group 2 choices.</i>
	<u>CLASS #4:</u> Manager's Role in Workforce & Succession Planning (MGT080) (1 day) <u>NOTE:</u> <i>This class is required at this level ONLY if it was not taken as one of the Supervisory Group 2 choices.</i>